

Embassy of the United States of America Bamako, Mali Management Notice

MANAGEMENT NO.: S15-13

DATE: January 28, 2015

SUBJECT: ANNOUNCEMENT NUMBER 15-005

OPEN TO: All Interested Candidates

POSITION: Senior Travel Assistant
FSN-8, FP-6

OPENING DATE: January 28, 2015

CLOSING DATE: February 11, 2015

WORK HOURS: Full-time 40 hours week

SALARY: *Ordinary Resident: CFA 7,724,440 per year
Position grade: FSN-8

*Not-Ordinarily Resident (NOR): US\$45,487 per year
Position grade: FP-6

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

ONLY THE PRESELECTED CANDIDATES WILL BE CONTACTED.

The U.S. Embassy in Bamako is seeking an individual for the position of Senior Travel Assistant position in the Embassy's General Services Office/ Travel Section.

BASIC FUNCTION OF POSITION:

The incumbent is the primary employee responsible for arranging travel by air for all Mission agencies. Serves assigned personnel and a large number of temporary duty personnel (TDY) including VIP visitors. Coordinates closely with customers and advises them in selecting itinerary, planning travel and/or cost constructive travel and other customer service tasks. Supervises one Travel Assistant and five Chauffeur/Expeditors; providing clear guidance and timely evaluations. Uses the Embassy's Eservice system and E2 Travel System to receive customer requests and create travel orders. Works with local travel agency representing Carlson Wagonlit to obtain the lowest cost that still meets the purpose of travel, and itineraries that meet the traveler's needs and conform to Department of State travel regulations.

A copy of the complete Position Description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

- Completion of Secondary School is required.
- Three years of experience in the field or air travel is required.
- One year experience in direct customer service assistance required.
- One year of supervisory experience is required.
- Level III (Good knowledge) French, English and Bambara is required. English will be tested.
- Computer skills in Word Processing, Excel and email.

SELECTION PROCESS:

When fully qualified, U.S. Citizens Eligible Family Members (USEFMs) and U.S Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

INTERESTED APPLICANTS FOR THIS POSITION MUST SUBMIT THE FOLLOWING OR THE APPLICATION WILL NOT BE CONSIDERED:

1. Application for U.S. Federal Employment (DS-174) available on <http://mali.usembassy.gov/job-opportunities.html>; Applicant must specify on the third page of the Employment Forms (DS-174) part 24, their English knowledge level, **PLUS**;
2. A Current resume or curriculum vitae, **PLUS**;
3. Any other documentation (e.g., driver's license, copies of essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

SUBMIT APPLICATION TO

HROBamako@state.gov

[Subject: Senior Travel Assistant](#)

POINT OF CONTACT

HRO: 2070- 2314/2316/2511 FAX: (223) 2070-2348

CLOSING DATE FOR THIS POSITION: FEBRUARY 11, 2015

The U.S. Mission in Bamako, Mali, provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A: DEFINITIONS

1. Non-Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country); and,
- Is not subject to host country employment and tax laws (i.e. diplomats); and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

2. Ordinarily Resident (OR) – **A Foreign National or U.S. citizen who:**

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with LCP.